

Legislative Management Committee Policy W -- Legislative Intern Program
(Adopted 6-13-23)

Part 1. General Provisions

Section W-101. Scope of policy -- Replacing previous policy.

This policy governs the legislative intern program and replaces and supersedes the "Legislative Management Committee Policy for the Legislative Intern Program" and any other policy concerning legislative interns or the legislative intern program.

Section W-102. Definitions.

As used in this policy:

(1) "Employment period" means the period beginning the day that is two weeks before the start of an annual general session of the Legislature and ending at the adjournment of the annual general session.

(2) "Intern" means an individual who is:

(a) a student at a participating institution; and

(b) hired by legislative services to participate in the intern program.

(3) "Intern coordinator" means the individual or individuals designated by legislative services to oversee and manage the legislative intern program.

(4) "Intern services" means services provided by an intern to a legislator to assist the legislator in the legislator's performance of the legislator's legislative duties.

(5) "Legislative intern program" means the program established in this policy for interns to provide intern services to legislators.

(6) "Legislative services" means the legislative staff office providing human resource management, information technology, and printing services to the Legislature.

(7) "Participating institution" means:

(a) Brigham Young University;

(b) Salt Lake Community College;

(c) Southern Utah University;

(d) University of Utah;

(e) Utah State University;

- (f) Utah Tech University;
- (g) Utah Valley University;
- (h) Weber State University; or
- (i) Westminster College.

Part 2. Legislative Intern Program

Section W-201. Legislative intern program -- Legislative services administration of program -- Intern guidelines.

- (1) There is established a legislative intern program.
- (2) Legislative services:
 - (a) shall administer the legislative intern program, as provided in this policy;
 - (b) may designate one or more employees of the legislative staff office providing human resource management services to the Legislature to serve as intern coordinator to oversee and manage the legislative intern program; and
 - (c) shall adopt guidelines, subject to the joint approval of the chief of staff of the Senate and the chief of staff of the House of Representatives, to establish requirements applicable to interns and standards of intern conduct, behavior, and decorum.
- (3) Guidelines adopted under Subsection (2)(c):
 - (a) shall include provisions requiring an intern to:
 - (i) comply with applicable state and federal law relating to employment, including:
 - (A) income tax withholding requirements and providing a completed IRS Form W-4; and
 - (B) completing the employee portion of the employment eligibility verification form issued by the United States Department of Homeland Security, United States Citizenship and Immigration Services; and
 - (ii) provide identification and documentation necessary to allow legislative services to complete the applicable employer portion of the form described in Subsection (3)(a)(i)(B); and

- (b) may include:
 - (i) limitations on an intern's outside employment during the employment period;
 - (ii) conflict of interest and confidentiality provisions;
 - (iii) minimum requirements an intern is required to meet to receive compensation under the legislative intern program; and
 - (iv) expectations and requirements for the number of hours interns are to devote to providing intern services during the employment period.
- (4) In formulating and adopting guidelines under Subsection (2)(c), legislative services:
 - (a) shall consider including workplace rules and policies, discrimination and harassment policies, acceptable use policies, codes of conduct, and other provisions applicable to other individuals working in the legislative environment; and
 - (b) may adapt and supplement provisions described in Subsection (4)(a), as appropriate for application to interns, to ensure high standards of intern conduct and to safeguard the integrity of the legislative intern program.

Section W-202. Hiring of interns -- List provided by participating institution -- Employment status of interns.

- (1) Legislative services may hire for each annual general session of the Legislature up to 95 interns to participate in the legislative intern program.
- (2)(a) Legislative services may hire an intern from a list of students provided by a participating institution if the participating institution:
 - (i) verifies that each student on the list:
 - (A) is enrolled as a student at the participating institution;
 - (B) is, except as provided in Subsection (2)(b)(i), a junior, senior, or graduate student;
 - (C) has, after graduating high school, completed at least one year of college-level course work; and

(D) has been approved by the participating institution as academically qualified and as otherwise meeting the standards established by the participating institution for a student to participate in the legislative intern program; and

(ii) assigns a faculty advisor for all students from that participating institution who are hired as interns in the legislative intern program.

(b)(i) Salt Lake Community College is not required to verify that each student on the list provided under Subsection (2)(a) is a junior, senior, or graduate student.

(ii) The intern coordinator may waive a verification requirement under Subsection (2)(a)(i)(B) or (C) if:

(A) a participating institution requests a waiver for a specific student; and

(B) the intern coordinator determines that the waiver is in the best interests of the intern program.

(3)(a) An intern is an at-will employee and may be terminated at any time, with or without notice and with or without cause.

(b) If the employment of an intern employment in the legislative intern program terminates before the end of the employment period, the intern coordinator shall notify the intern's participating institution of the termination.

Section W-203. Intern pay.

(1)(a) The amount of pay that legislative services is authorized to pay an intern for providing intern services during the employment period is \$4,000.

(b) Legislative services may divide the pay under Subsection (1)(a) into two payments, the first to be paid no sooner than the first complete pay period of the January in which the annual general session of the Legislature begins.

(c)(i) Before the beginning of an annual general session beginning after January 1, 2025, legislative services shall recalculate the amount stated in Subsection (1)(a) based on changes in the chained CPI, rounded to the nearest fifty dollars.

(ii) If the amount calculated under Subsection (1)(c)(i) is greater than the amount of intern pay for the previous employment period, legislative services shall adjust intern pay under this section for the next employment period to the recalculated amount.

(2) Legislative services shall pay an intern whose employment in the legislative intern program terminates before the end of the employment period on a pro rata basis according to the percentage of the employment period the intern provided intern services.

Section W-204. Training and materials provided to interns -- Intern assignments.

(1) The intern coordinator shall provide each intern:

(a) orientation and training regarding the intern's role in providing intern services to a legislator, including the requirements and standards stated in the guidelines adopted under Subsection W-201(2)(c);

(b) a copy of this policy and the guidelines adopted under Subsection W-201(2)(c); and

(c) a network identification and password;

(d) a photo identification badge; and

(e) a cell phone for use in providing intern services.

(2)(a) The intern coordinator is responsible for assigning each intern to work with a legislator or multiple legislators.

(b) The intern coordinator may assign 29 interns to the Senate so that each senator has a separate intern.

(c) In making intern assignments, the intern coordinator may consider, in no order of priority:

(i) legislator preference;

(ii) an intern's preferred house, political party, or legislator;

(iii) an intern's demonstrated academic interest or skill with respect to a subject area or issue;

(iv) if an intern is assigned to multiple legislators:

(A) whether the legislators are members of the same house or political party; and

(B) the total number of approximate hours that a legislator requests intern services; and

(v) any other factor the intern coordinator considers relevant.

(3) The intern coordinator may choose not to assign an intern to a legislator.

(4) The intern coordinator's assignment of or choice not to assign an intern is final.

(5) Legislators who receive intern services from the same intern shall coordinate with the intern coordinator to ensure that the intern provides intern services for approximately the same number of hours per week as an intern who is assigned to a single legislator.

(6)(a) The intern coordinator may assign an intern to a single legislator if:

(i) the legislator is:

(A) a member of the Legislative Management Committee;

(B) a chair of the Senate or House Rules Committee; or

(C) a chair of the Executive Appropriations Committee; or

(ii)(A) a legislator requests an assignment of an intern to the legislator alone;

(B) the intern coordinator concludes that the legislator will keep the intern occupied for the full time that an intern is required to work under the guidelines adopted under Subsection W-201(2)(c); and

(C) there is a sufficient number of interns available to meet each legislator's requirements for intern services.

(b) If there is an insufficient number of interns available to meet each legislator's request under Subsection (6)(a)(ii)(A), the intern coordinator shall assign available interns to legislators based on the requesting legislator's seniority in the Legislature.

(7) A legislator described in Subsection (6)(a)(i), or the legislator's political caucus representative, may coordinate with the intern coordinator to interview available interns and make recommendations to the intern coordinator regarding the legislator's intern assignment.